



LANE WORKFORCE PARTNERSHIP EXECUTIVE BOARD MEETING

Thursday, May 15, 2025

11:30am – 1:00pm

Meeting being held in-person and via Zoom

In-Person: 1401 Willamette Street, Eugene (Eugene Chamber Building)
(2nd Floor, LWP Conference Room)

Zoom: <https://us02web.zoom.us/j/8428428857>

Meeting ID: 842 8428 857

AGENDA

*Mission: To Meet the Workforce Needs of Employers and Individuals
Through Partnerships and Innovation*

- I. CALL TO ORDER / *Shondra Holliday*
- II. PUBLIC COMMENT – *In accordance with Lane Workforce Partnership’s Public Comment Policy: Speakers will be taken in the order in which they sign up and will be limited to three minutes per public comment.*
- III. CONSENT CALENDAR
 - *Minutes of the April 17, 2025, Executive Board Meeting / Action* Pages 1 - 6
- IV. YOUTH RFP PROCUREMENT / *Action* Page 7
Ashley Espinoza and Tiffany Cink, Lane Workforce Partnership
- V. PROGRAM YEAR 2025 – 2026 BUDGET / *Action* Pages 8 - 12
Tiffany Cink, Lane Workforce Partnership
- VI. BOARD OFFICER RECOMMENDATION / *Action* Page 13
- VII. EXECUTIVE DIRECTOR ANNUAL EVALUATION / *Action*

PER ORS 192.610, THE EXECUTIVE BOARD WILL CONDUCT AN EXECUTIVE SESSION TO DISCUSS MATTERS OF PERSONNEL.
(Per LWP Board By-Laws, the Executive Director and all staff will leave the meeting during the Executive Session.)
- VIII. EXECUTIVE DIRECTOR’S REPORT / *Information*
Ashley Espinoza, Lane Workforce Partnership
- IX. EXECUTIVE BOARD MEMBER UPDATES / *Information*
- X. OTHER BUSINESS
- XI. ADJOURNMENT

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LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, April 17th, 2025

11:30am – 1:00pm

MINUTES

In Attendance: Jennifer Adams, Jeff Graham, Solomon Harris, Shondra Holliday, Lyndsie Leech, David Loveall, Dana Merryday, Michelle Webber

Absent: John Stapleton

Staff: Ashley Espinoza, Tiffany Cink, Cindy Perry, Ryan Kounovsky, Anne Nestell, Stephanie Loveall

Others: Leah Olsheski, Rose Layton, Caitlin Little, Daphne Weller, Elisa Weber, Christy Cameron, Craig Wilson, Deanna Strachan-Wilson

APPROVALS

Recommendation	Motion	Seconded	Status
Approve Executive Board Meeting Minutes (February 20 th , 2025)	David Loveall	Michelle Webber	Approved
That the Executive Board recommend and seek approval of the Local Chief Elected Official (CEO) and the Governor of Oregon to Sole Source the One-Stop Operator contract to Lane Workforce Development Board/Lane Workforce Partnership for a period of one year beginning on July 1, 2025 – June 30, 2026.	Jeff Graham	Jennifer Adams	Approved
That the Executive Board of the Lane Workforce Development Board approve the award of the Workforce Innovation and Opportunity Act Adult/Dislocated Worker Services Provider contract to Grant Associates in the amount of \$835,000 for the period of July 1, 2025 – June 30, 2026, with the option to extend the contract for four additional one-year periods based on performance and funding availability.	Michelle Webber	Dana Merryday	Approved Abstained: David Loveall
That the Executive Board direct LWP staff to extend the WIOA Youth Evaluation period to include: Site Visits and Oral Interviews. A final provider recommendation will be presented to the Executive Board at the May 15, 2025, meeting.	David Loveall	Michelle Webber	Approved

I. CALL TO ORDER

Shondra Holliday called the meeting to order.

II. PUBLIC COMMENT

No public comments were received.

III. CONSENT CALENDAR

David Loveall moved to approve the February 20th, 2025, Executive Board meeting minutes. Michelle Webber seconded, and the motion was approved.

IV. HIGHER EDUCATION COORDINATING COMMISSION (HECC) FINAL MONITORING REPORT

Tiffany Cink provided an update on the annual Workforce Innovation and Opportunity Act (WIOA) monitoring conducted by the Higher Education Coordinating Commission (HECC), the State of Oregon's oversight entity for WIOA funds.

- HECC is responsible for both allocating WIOA funds and ensuring their proper use.
- This year's monitoring was conducted by Theresa Fitzgerald and Rachel Soto from HECC.
- The entrance meeting was described as very positive, and the final monitoring report included *no findings* and *no observations*.
- Tiffany highlighted the technical assistance provided by the HECC team, noting their helpful suggestions and collaborative approach.
- As a result of the review, updates were made to equal opportunity program posters and certain internal policies.
- HECC also provided recommendations for improvements to LWP's monitoring guides, which were shared with service providers and implemented.

V. RFP PROCUREMENTS

Ashley Espinoza provided context for the RFP procurement discussions by outlining Lane Workforce Partnership's (LWP) role in WIOA service delivery. She noted that LWP, as a Workforce Board, does not deliver direct services, but instead invests with partner organizations to meet outcomes set by the strategic plan and federal and state requirements. She acknowledged that each partnership comes with its own trade-offs, particularly when long-standing relationships are involved, which can make these conversations challenging but necessary.

Ashley also noted the added complexity of current federal uncertainties, which further inform the decision-making process and expressed appreciation for the Board's support as LWP moves forward with July 1, 2025, service delivery in the community.

One-Stop Operator

Cindy Perry provided an overview of the One-Stop Operator procurement process. The One-Stop Operator is responsible for coordinating required partners within the workforce system to ensure compliance, improve collaboration, and enhance how individuals engage with services across various programs. Cindy emphasized the challenges of operating within a system where technologies are not integrated, eligibility requirements differ, and yet partners are expected to serve common customers and align funding efforts.

The 2025 – 2026 LWP procurement process for the \$30,000 One-Stop Operator contract resulted in a failed procurement. Of the three proposals received, none met the minimum required criteria, even after an extended deadline was offered to correct deficiencies.

As a result, staff are recommending that Lane Workforce Partnership temporarily assume the role of the One-Stop Operator for a one-year period. Under WIOA regulations, a local workforce board may do so with approval from both the Chief Elected Official and the Governor's Office. Cindy noted that taking on this role in-house will allow LWP to implement updated service delivery standards, strengthen internal infrastructure, and proactively plan for potential federal legislative changes.

It was noted that while this would be the first time LWP has served as the One-Stop Operator, other workforce boards in Oregon have taken this approach in similar circumstances due to the low contract value and complexity of the role. Oversight will be conducted by the State Workforce Talent and Development Board.

Jeff Graham moved that the Executive Board recommend and seek approval of the Local Chief Elected Official (CEO) and the Governor of Oregon to Sole Source the One-Stop Operator contract to Lane Workforce Development Board/Lane Workforce Partnership for a period of one year beginning on July 1, 2025 – June 30, 2026. Jennifer Adams seconded, and the motion was approved.

Adult/Dislocated Worker Program

Cindy Perry provided an overview of the Adult and Dislocated Worker Services procurement process. For the 2025 - 2026 Request for Proposals (RFP), four submissions were received, and all met the minimum qualifications required to advance for evaluation. The proposals were reviewed by a five-member evaluation team composed of board members and subject matter experts. In alignment with Lane Workforce Partnership's commitment to a fair and transparent process, staff did not participate in scoring the proposals.

The four organizations that submitted proposals were Grant Associates, Lane County Health and Human Services, Career Team, and Equus Workforce Services. After evaluation, Grant Associates received the highest score of 89.6 and was recommended by the evaluation team for selection.

The contract is structured as a five-year procurement, beginning with an initial one-year contract term starting July 1, 2025. The agreement includes the option to extend for up to four additional one-year periods, contingent upon funding availability and satisfactory performance.

It was noted that while Grant Associates has not previously worked in Oregon, they are a nationally recognized workforce services provider with extensive experience launching operations in new regions. LWP Staff have confidence in Grant Associates' ability to establish and deliver services effectively in Lane County. Additionally, with Lane Workforce Partnership (LWP) potentially serving as the One-Stop Operator, LWP would be well-positioned to support the transition, facilitate local connections, and ensure successful implementation of services.

Michelle Webber moved that the Executive Board of the Lane Workforce Development Board (WDB) approve the award of the Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker (DW) Services Provider contract to Grant Associates in the amount of \$835,000 for the period of July 1, 2025 – June 30, 2026, with the option to extend the contract for four additional one-year periods based on performance and funding availability. Dana Merryday seconded, and the motion was approved.

It was noted for the record that David Loveall, in his capacity as a Lane County Commissioner, recused himself from all discussions related to the Adult/Dislocated Worker procurement and abstained from the vote due to Lane County Health and Human Services being one of the applicants for the contract.

Youth Program

Cindy Perry provided an overview of the Youth Services RFP process and noted that LWP staff are requesting to extend the evaluation period before making a final award recommendation. Of the four proposals that met the minimum requirements, Looking Glass and Connected Lane County received the highest scores. Both organizations are recognized as strong applicants with subject matter expertise in different areas: Looking Glass brings extensive experience in education-based services, while Connected Lane County specializes in career-connected learning and its alignment with the Board's recent strategic vision.

Given the unique strengths of each organization, LWP staff are recommending extending the 2025 – 2026 WIOA Youth RFP evaluation period to allow for site visits and oral interviews with Looking Glass and Connected Lane County. These additional evaluations will be scored and combined with the written proposal scores to ensure a comprehensive, apples-to-apples comparison. The original evaluation committee will conduct both the site visits and interviews, using a standardized set of scored questions.

A final recommendation will be brought to the Board for approval at the May meeting, following completion of the extended evaluation process.

David Loveall moved that the Executive Board direct LWP staff to extend the WIOA Youth Evaluation period to include: Site Visits and Oral Interviews. A final provider recommendation will be presented to the Executive Board at the May 15, 2025, meeting. Michelle Webber seconded, and the motion was approved.

VI. EXECUTIVE DIRECTOR'S REPORT

Ashley Espinoza shared updates on recent activities and organizational highlights since the last board meeting.

- **National Association of Workforce Boards (NAWB) Forum:** Ashley, Ryan Kounovsky, Jesse Quinn, Bettina Hannigan (Florence Chamber and LWP Board Member), and Matt Sayre (Collaborative EDO and LWP Board Member, who covered his own expenses), attended the NAWB Forum in Washington, D.C. Engaged in national-level conversations on workforce development and economic strategy, gained insight into best practices, and built relationships.
- **2nd Annual Community Collaborative & Industry Luncheon:** Strong attendance and positive feedback from the 2nd annual event, which featured keynote speaker Tamar Jackson and economist Damon Runberg. Skip Newberry led a panel featuring Vonnie Mikkelsen, Marcus Hinz, and Shelly Ridder;
- **National Association of Workforce Development Professionals (NAWDP) Board Appointment:** Ashley was elected to the Region 6 NAWDP Board which encompasses Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon, Washington, American Samoa, Northern Mariana Islands, and Palau. NAWDP focus areas include leadership development; employability and soft skills training; youth engagement and development; operational efficiency and labor market insights; and registered apprenticeship training.
- **Oregon Employment and Training Association (OETA) Rendezvous Conference 2025:** Statewide conference scheduled for April 29 – 30, 2025 in Newport, OR. The event brings together practitioners from across Oregon's workforce and economic ecosystems to focus on enhancing service delivery, system alignment, and statewide priorities.
- **State of the Workforce Presentations:** Ashley, along with Henry Fields, are presenting the State of the Workforce Report at multiple venues across Lane County. These presentations aim to raise awareness about the Workforce Board's role, impact, and strategic direction.

- **BRAVA 2025 Event:** Ashley invited members to attend the Brava 2025 celebration of arts on May 20th at the Hult Center. LWP is one of the sponsors of the event and has partnerships with the arts sector through initiatives like the creative sector strategy and workforce training programs. Members interested in attending should RSVP to Anne by April 25.

VII. EXECUTIVE BOARD MEMBER UPDATES

- **Solomon Harris:** Shared that CEI Coatings has experienced about six months of slowed business activity, with many of their fabrication clients also facing reduced demand and implementing staffing cutbacks. He noted that there are early signs of a potential turnaround.
- **David Loveall:** Shared two business updates. Lovely Café has outgrown its previous location and successfully relocated to the mill on Main Street, where it is now operating with expanded features including a grocery section, grab-and-go options, and outdoor seating. Estelle Bakery, a gluten-free bakery, has moved into Lovely Café's former space. He expressed confidence in the bakery's success, based on the quality of its offerings.
- **Jennifer Adams:** Provided an update on Northwest Community Credit Union, which will soon be rebranded, with the new name to be publicly announced in July. Member previews of the new brand will begin in July, with a full launch planned for September. Jennifer noted that the rebrand is "very cool" and strongly reflects the credit union's connection to the community. She also shared that the organization completed its core systems merger in early March. Additionally, a new CEO will be joining the organization next week.
- **Jeff Graham:** Provided an update from Danone, which operates locally under the So Delicious dairy-free brand. He shared that the team is closely monitoring production volume and aligning staffing levels accordingly. The company recently hired an Environmental Health and Safety (EHS) Manager, and Jeff noted that the added knowledge and support is an asset to the team.
- **Dana Merryday:** Shared that Cottage Grove's Main Street is currently undergoing significant reconstruction which has brought challenges, including noise, dust, and reduced foot traffic, which have impacted local businesses. The Cottage Grove Chamber of Commerce has been proactive, hosting weekend events to encourage community support for downtown merchants during the construction period. He also shared the work of the CORA (Coalition for Recreation, Athletics and Arts), a regional initiative aimed at enhancing community resources across Lane County. Cottage Grove's specific project involves completing the development of Bohemia Park. Due to rising construction costs between grant award and bidding, some elements had to be postponed, though necessary infrastructure for future additions has already been put in place.
- **Michelle Webber:** Shared that Oakshire Brewing is opening a new location in downtown Springfield in mid-April, marking an exciting addition to the local business community. She also announced that Springfield recently swore in its first female Police Chief, Jami Resch, following the resignation of former Chief Andrew Scherer, who relocated to the Portland area to be closer to family. Chief Resch previously served as the Deputy Chief of the Springfield Police Department and is highly regarded for her leadership and dedication.
- **Shondra Holliday:** Shared that she recently stepped into her new role as Foundation Director. She is currently focused on research, donor engagement, donor development, and grant writing. Her efforts are aimed at building a strong foundation to support key initiatives,

particularly those promoting physician wellness—helping ensure physicians remain healthy, supported, and committed to serving the community.

VIII. OTHER BUSINESS

No additional matters were recorded.

IX. ADJOURNMENT

Shondra Holliday adjourned the meeting.

Lane WIOA Youth Service Provider PY 2025 Procurement

BACKGROUND

Lane Workforce Partnership (LWP) is responsible for the delivery of Workforce Innovation and Opportunity Act (WIOA) Youth services in Lane County through a contracted service provider. At the direction of the Workforce Development Board (WDB), LWP conducts a procurement process every five years for both WIOA Adult/Dislocated Worker (DW) and Youth services.

Historically, there had been multiple youth service providers in Lane County. However, due to budget constraints and a desire from the Workforce Development Board to enhance coordination of services, the most recent five-year cycle (ending June 30, 2025) has operated with a single youth provider, Connected Lane County, serving the entire region.

A Request for Proposals (RFP) for the WIOA Youth Service Provider was issued on January 17, 2025, with proposals due February 28, 2025. The total amount of funding available for Program Year 2025/2026 is \$660,000.

At the April 17, 2025, Lane Workforce Partnership Executive Board meeting, the Board approved a modification to the WIOA youth evaluation period to include tours and oral interviews with the two respondents that received the highest scores on their written proposals: Connected Lane County and Looking Glass.

The tours and oral interviews were conducted on April 28, 2025, with each organization allotted one hour to provide a tour of their facilities and respond to a set of eight questions.

The combined average scores for the two respondents are as follows:

Proposer	Total Average Score
Looking Glass	86.83
Connected Lane County	84.5

RECOMMENDATION:

The evaluation committee recommends that the Lane Workforce Partnership Executive Board award the WIOA Youth Programs Contract to Looking Glass for a period of one year beginning July 1, 2025, with the option to extend the contract for four additional one-year periods, based on performance and the availability of funds.

**PROPOSED ANNUAL BUDGET NARRATIVE
2025-2026**

RECOMMENDATION

Adopt the Original General Operating Budget for 2025-2026 as presented.

BACKGROUND

Lane Workforce Partnership (LWP) annually prepares the original budget for final adoption by the LWP Executive Board in May, with a Budget Modification #1 in September or October to finalize revenue allocations and carry-forward. The following pages represent the proposed 2025-2026 Original Budget for the organization.

DISCUSSION

Revenue:

Revenue decreased from the 2024-2025 Modification #2 total of \$7,567,269 by (\$2,021,002) to \$5,546,267 with decreases in nearly every category.

The Federal Department of Labor Workforce Innovation and Opportunity Act (WIOA) Program Year 2025-2026 planning estimates were published on December 30, 2024. For the State of Oregon, all three Formula Fund categories decreased 10% even though the total federal funding remained the same as 2024-2025. For LWP, we have budgeted for the 10% decrease across the three funds while we wait for final allocations from the State of Oregon.

2025-2026 is the final year of the Future Ready Oregon – Prosperity 10,000, Workforce Navigator and Workforce Ready funding with approximately \$1,000,000 left to be spent.

See the details on the attached schedule.

Expense:

Total expenses decreased from \$5,847,721 by (\$1,273,360) to \$4,574,361.

The Reserve for Future Expenditures decreased from \$1,434,547 by (\$569,641) to \$864,906. For WIOA funds, the reserve is nearly 20% which is our goal and will also fund the second year of State General Fund Programs including: Work Experience, Industry Engagement, Competitive Strategies, and the Oregon Youth Employment Program.

Personnel Services represent 24.3% of annual expenses, totaling \$1,112,194 for eight positions (7.25 FTE) including benefits.

Materials and Supplies account for \$305,938, 6.7% of annual expenses, covering non-personnel costs associated with the office and personnel at 1401 Willamette Street and Lane Workforce Partnership Board of Directors costs.

Community Investments are the amounts directly attributed to the provision of workforce services to the residents of Lane County. LWP has budgeted 69% of total expenses in the pursuit of a trained workforce of individuals with the knowledge and skills needed for career success.

- One Stop Operations \$12,420: rent, phones, copier costs related to the WorkSource Oregon Lane (WSL) Adult and Dislocated Worker Program. For 2025-2026, LWP will be acting as the One Stop Operator.
- ITRAC Subscription \$40,500: annual data management contract with Worksystems, Inc. for required performance tracking of WIOA Adult, Dislocated Workers (DW), and Youth.
- Grant Associates (GA) \$1,028,514: Adult Services Contract for direct participant services provided through WorkSource Oregon. Grant Associates was awarded the Contract under the Request for Proposals issued in March 2025. The amount of the award reflects the increased estimated funds available July 1, 2025, including the State of Oregon Work Experience Program which was not included in the original estimate.
- WIOA Youth Services Contract \$660,000: The WIOA Contract Award for Youth Services is being finalized today.
- Connected Lane County (CLC) \$595,000: Oregon Youth Employment Program (OYEP) funded with State of Oregon General Funds represents a two-year award to LWP in partnership with CLC by the Oregon Youth Works Team in the Office of Workforce Investment.
- Collaborative Economic Development Oregon (CEDO) \$315,000: LWP Business Services, Sector Strategies, and Industry Engagement.
- P10K Workforce Benefits Navigator program \$275,000: Represents the final year of the Workforce Benefits Navigator program contracts with CEDO and Reveille.
- Workforce Ready – NAACP \$160,000: the balance remaining for the Eugene-Springfield NAACP Healthcare Workforce Boost Program to develop a FACES for the Future school-to-healthcare career program in Lane County high schools with Health Sciences Career Technical Education (CTE) programs. FACES for the Future is a program of the Public Health Institute.
- Oregon Workforce Partnership (OWP) Reentry Opportunity Oregon \$36,295: Opportunity Oregon is leading the work in Lane County connecting those released to Lane County from one of Oregon's twelve prisons to workforce services.
- Other Industry Engagement (Sector Strategies) \$33,500: State of Oregon General Funds Industry Engagement activities including investments in the 10 priority industry sectors in Lane County.

Lane Workforce Partnership

1401 Willamette Street, Second Floor
Eugene, Oregon 97401

Revenue

Title	2024-2025 Adopted Budget Mod #2	2025-2026 Propoosed Original Budget	Difference
<u>Workforce Innovation and Opportunity Act (WIOA) Funds</u>			
WIOA Adults	\$ 860,682	\$ 834,494	\$ (26,188)
WIOA Youth	\$ 1,062,302	\$ 962,052	\$ (100,250)
WIOA Dislocated Worker	\$ 640,628	\$ 589,109	\$ (51,519)
WIOA RR/Layoff Aversion	\$ 89,248	\$ 40,301	\$ (48,947)
WIOA DWG QUEST	\$ 399,950	\$ 199,998	\$ (199,953)
Critical Sectors - Hospitality (WIOA DWG)	\$ 352,763	\$ -	\$ (352,763)
WIOA Administration	\$ 263,907	\$ 263,322	\$ (585)
Subtotal	\$ 3,669,479	\$ 2,889,275	\$ (780,204)
<u>Other:</u>			
General Fund Work Experience	\$ 358,173	\$ 384,298	\$ 26,125
Industry Engagement	\$ 103,880	\$ 174,985	\$ 71,105
Competitive Strategies	\$ 94,862	\$ 168,855	\$ 73,993
Constructing a Brighter Future/Team Oregon Build	\$ 219,955	\$ 10,580	\$ (209,375)
Oregon Youth Employment Program	\$ 326,208	\$ 750,000	\$ 423,792
Good Jobs - Driving Prosperity (SOWIB)	\$ 16,660	\$ -	\$ (16,660)
Oregon Health Authoity - HOWTO Grant	\$ 418,899	\$ -	\$ (418,899)
<u>Future Ready Oregon - Prosperity 10,000 and Workforce Ready</u>			
Workforce Ready - Federal ARPA - Bushnell	\$ 284,852	\$ 200,860	\$ (83,992)
Federal ARPA	\$ 774,770	\$ 194,609	\$ (580,161)
Federal ARPA - Navigators	\$ 764,694	\$ 448,005	\$ (316,689)
Workforce Ready - Federal ARPA - NAACP	\$ 318,671	\$ 160,000	\$ (158,671)
Oregon Workforce Partnership - Re-entry	\$ 109,165	\$ 57,800	\$ (51,365)
Subtotal:	\$ 3,790,790	\$ 2,549,992	\$ (1,240,798)
Revenue Total:	\$ 7,460,269	\$ 5,439,267	\$ (2,021,002)
<u>Contingency Reserves:</u>			
Non-Federal Contingency Reserve:	\$ 107,000	\$ 107,000	\$ -
Total All Sources:	\$ 7,567,269	\$ 5,546,267	\$ (2,021,002)

Lane Workforce Partnership

1401 Willamette Street, Second Floor
Eugene, Oregon 97401

Revenue and Expense Summary by Fund

Title	Revenue	Personnel Expenses	Materials & Supplies	Community Investments	(Net) Reserve for Future Expenditures
<i>(Revenue Less Personnel Less Materials & Supplies Less Community Investments Equals Net Reserve for Future Expenditures)</i>					
Workforce Innovation and Opportunity Act (WIOA) Funds					
WIOA Adults	\$ 834,494	\$ 196,488	\$ 36,293	\$ 470,812	\$ 130,902
WIOA Youth	\$ 962,052	\$ 110,156	\$ 25,763	\$ 671,538	\$ 154,594
WIOA Dislocated Worker	\$ 589,109	\$ 191,764	\$ 35,552	\$ 272,351	\$ 89,441
WIOA RRLayoff Aversion	\$ 40,301	\$ -	\$ -	\$ 40,301	\$ 0
WIOA DWG QUEST	\$ 199,998	\$ 37,946	\$ 9,896	\$ 152,165	\$ (9)
Critical Sectors - Hospitality (WIOA DWG)	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Administration	\$ 263,322	\$ 144,711	\$ 72,805	\$ -	\$ 45,806
Subtotal:	\$ 2,889,275	\$ 681,065	\$ 180,309	\$ 1,607,168	\$ 420,733
Other:					
General Fund Work Experience	\$ 384,298	\$ 26,358	\$ 7,021	\$ 153,719	\$ 197,199
Industry Engagement	\$ 174,985	\$ 12,083	\$ 1,894	\$ 73,500	\$ 87,508
Competitive Strategies	\$ 168,855	\$ 34,841	\$ 34,417	\$ 15,000	\$ 84,597
Constructing a Brighter Future/Team Oregon Build	\$ 10,580	\$ 15,414	\$ 2,416	\$ -	\$ (7,249)
Oregon Youth Employment Program	\$ 750,000	\$ 60,075	\$ 15,195	\$ 598,500	\$ 76,230
Good Jobs - Driving Prosperity (SOWIB)	\$ -	\$ -	\$ -	\$ -	\$ -
Oregon Health Authority - HOWTO Grant	\$ -	\$ -	\$ -	\$ -	\$ -
Future Ready Oregon - Prosperity 10,000 and Workforce Ready					
Workforce Ready - Federal ARPA - Bushnell	\$ 200,860	\$ 33,636	\$ 10,279	\$ 156,547	\$ 398
Federal ARPA	\$ 194,609	\$ 88,686	\$ 20,929	\$ 80,500	\$ 4,494
Federal ARPA - Navigators	\$ 448,005	\$ 142,207	\$ 30,184	\$ 275,000	\$ 615
Workforce Ready - Federal ARPA - NAACP	\$ 160,000	\$ -	\$ -	\$ 160,000	\$ -
Oregon Workforce Partnership - Re-entry	\$ 57,800	\$ 17,829	\$ 3,295	\$ 36,295	\$ 381
Subtotal:	\$ 2,549,992	\$ 431,128	\$ 125,629	\$ 1,549,061	\$ 444,173
Total:	\$ 5,439,267	\$ 1,112,194	\$ 305,938	\$ 3,156,229	\$ 864,906
Contingency Reserves:					
Non-Federal Contingency Reserve:	\$ 107,000				\$ 107,000
Total All Sources:	\$ 5,546,267	\$ 1,112,194	\$ 305,938	\$ 3,156,229	\$ 971,906

24.3%

6.7%

69.0%

100%

Lane Workforce Partnership

1401 Willamette Street, Second Floor

Eugene, Oregon 97401

Line Item	2024-2025 Proposed Budget Mod #2	2025-2026 Proposed Original Budget	Difference
Personnel Services			
Staff Salaries/Taxes/Fringe-All	\$ 1,125,448	\$ 1,112,194	
TOTAL Personnel FTE = 7.25	1,125,448	1,112,194	(13,254)
Materials & Supplies			
Subscriptions	2,800	2,800	-
Legal Notices	500	500	-
Taxes, Audits and Legal Services	34,350	35,500	1,150
Telephone Services	8,520	8,520	-
Purchased Insurance	26,546	28,024	1,478
Real Estate and Parking	36,636	37,374	738
Copier Charges	1,920	1,920	-
Data Warehousing and Storage	3,700	3,700	-
General Office Expenses	30,000	25,000	(5,000)
Memberships	25,600	25,600	-
Printing	500	500	-
Program Information and Outreach	23,500	21,000	(2,500)
Postage	500	500	-
Computer Equipment and Supplies	60,000	50,000	(10,000)
Business Meetings	10,000	10,000	-
Board Expenses	20,000	15,000	(5,000)
Staff Travel and Professional Dev	50,000	40,000	(10,000)
Capital Outlays	-	-	-
TOTAL M&S	335,072	305,938	(29,134)
Community Investments			
One Stop Operations	42,420	12,420	(30,000)
ITRAC Subscription	37,000	40,500	3,500
Subcontracts - Grant Associates Adult	1,475,949	1,028,514	(447,435)
Subcontracts - WIOA Youth	719,191	660,000	(59,191)
Subcontracts - CLC OYEP Youth	279,115	595,000	315,885
Subcontracts - Collaborative EDO	382,558	315,000	(67,558)
Subcontracts - P10K ARPA Navigator	243,379	275,000	31,621
Subcontracts - HOWTO - Nurturely	374,469	-	(374,469)
Subcontracts -OHF Critical Jobs Hospitality	195,308	-	(195,308)
Subcontracts - Workforce Ready - NAACP	298,126	160,000	(138,126)
Subcontracts - OWP Reentry - Opportunity Oregon	96,186	36,295	(59,891)
Other Industry Engagement (Sectors)	243,500	33,500	(210,000)
TOTAL Direct Program Services:	4,387,201	3,156,229	(1,230,972)
Total Current Expenses	5,847,721	4,574,361	(1,273,360)
Reserved For Future Expenditure:	1,434,547	864,906	(569,641)
Non-Federal Contingency Reserve:	107,000	107,000	-
Match to Revenue Total:	7,389,269	5,546,267	(1,843,002)

Lane Workforce Partnership Board Officer Recommendation

Background

As stated in Article V, of the Lane Workforce Partnership By-Laws:

“The Corporation shall have a Chair, Chair-Elect, Secretary, Treasurer, Executive Director, and Past-Chair, all of whom shall be elected by a majority vote of the LWB except for the Executive Director who shall be separately selected and appointed by the Board of the Corporation.”

Discussion

Since 2023, the following individuals have served as Board Officers:

- Chair: Shondra Holliday
- Chair-Elect: Solomon Harris
- Treasurer: John Stapleton
- Secretary: Jeff Graham
- Past-Chair: Jennifer Adams

Per standard succession:

- Shondra Holliday automatically moves into the Past-Chair position.
- Solomon Harris automatically moves in the Chair position.

Additional Officer Interest:

- Chair-Elect: John Stapleton has expressed interest.
- Treasurer: Jeff Graham has expressed interest.
- Secretary: Despite two notifications to the Board (February 12, 2025, and March 10, 2025), no other Board members expressed interest. Jeff Graham is willing to serve in a dual role as Treasurer and Secretary.

Recommendation

The Lane Workforce Executive Board recommends that the Lane Workforce Partnership Board of Directors elect the following slate of officers for a two-year term beginning July 1, 2025: Solomon Harris, Chair; John Stapleton, Chair-Elect; Jeff Graham, Treasurer and Secretary; and Shondra Holliday, Past-Chair.